

1. Getting Started with the General Plan Guide

1.1 Using this guide

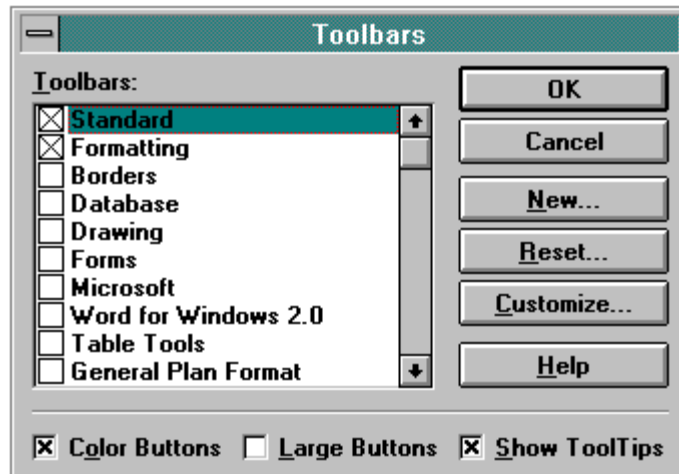
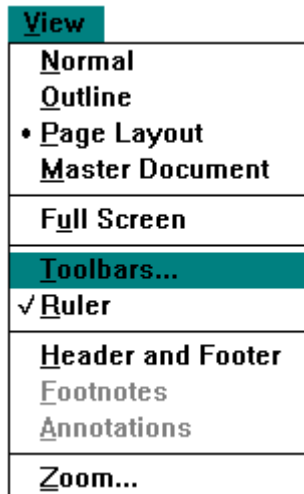
The document files and templates for the General Plan guide were created using Microsoft Word for Windows® version 6.0. This appendix contains instructions for using the template files to create your *General Plan*. Instructions are listed as they should be selected. For example, the instructions to view or hide tool bars would be written:

From the pull-down menus, select

View
Toolbars...

Select the toolbars to view by filling the corresponding checkboxes, and hide unwanted toolbars by clearing the checkboxes.

Select the **OK** button.



1.2 Loading the Template Files

In order to use the template and supporting document files to create your *General Plan* document, the following steps should be accomplished prior to beginning work:

Using the Windows File Manager, or DOS commands:

- ✧ Create a new directory to hold the files for the General Plan, (C:\GP, for example).
- ✧ Copy the following files to the new directory:

File Name	General Plan Section Outline
• T-O-C.DOC	Table of Contents for the General Plan
• TEMPSC1.DOC	Introduction
• TEMPSC2.DOC	Plan Findings and Recommendations
• TEMPSC3.DOC	Installation and Vicinity Profiles
• TEMPSC4A.DOC	Component Plan Overview
• TEMPSC4B.DOC	Composite Constraints and Opportunities
• TEMPSC4C.DOC	Infrastructure
• TEMPSC4D.DOC	Land Use
• TEMPSC4E.DOC	Capital Improvements Program
• TEMPSC5.DOC	Plan Maintenance, Revision, and Maintenance

Copy the following file to the directory where Word® looks for template files:

• GUIDE.DOT	Word® template for the General Plan documents
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To see where Word® looks for template files, from the pull-down menu select **Tools**, **Options...**, and the **File Location** tab. Copy GUIDE.DOT to the location listed for **User Templates**. You may need to click on the **User Templates** line and press the **Modify** button to view the entire address.

1.3 Using the Document Files

The document files listed above contain the basic outline for each of The General Plan sections. These will become your *General Plan*s as you fill in the necessary information and modify these files to meet your needs. However, you may need to create new *General Plan* sections to document unique characteristics of your base.

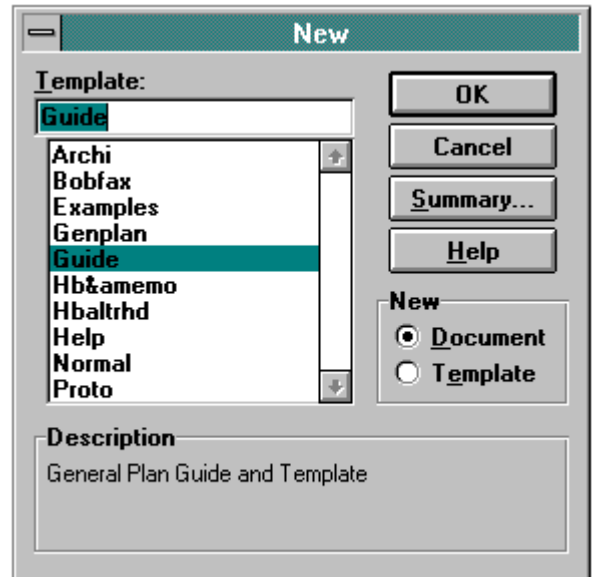
To create new documents, start Microsoft Word for Windows® and from the pull-down menus select

File
New...

The New document dialog box will appear.

Select the *Guide* template to create a new document.

Note: In order for the *Guide* template to be available, it must have been copied to the directory that Microsoft Word® searches to find template files (see paragraph 1.2, Loading the Template Files).





2. Toolbars

Above are the basic tool bars that appears at the top of the screen when you start Microsoft Word for Windows®. You can select a custom toolbar, called General Plan Format, designed for use with the General Plan Guide. Use the pull-down menu and select

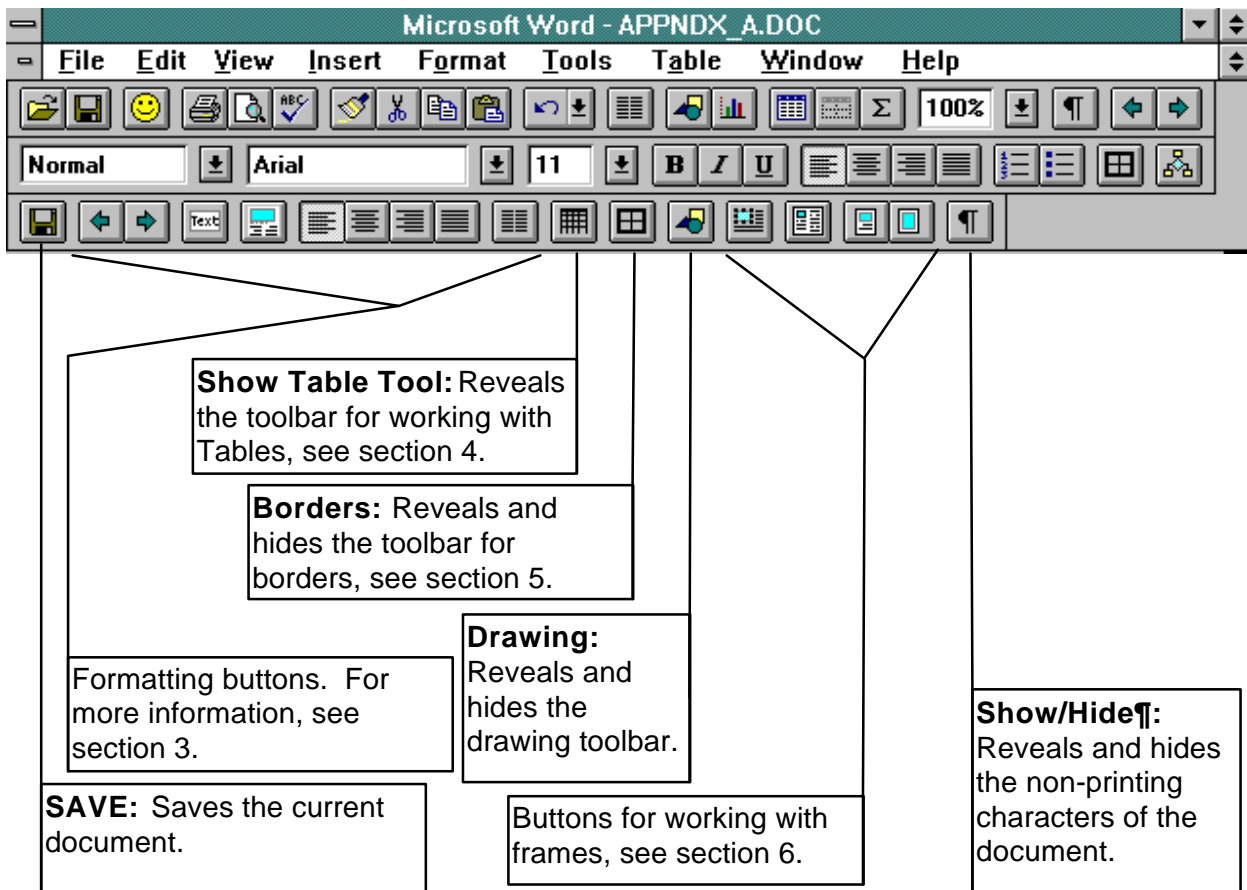
View

Toolbars...

Fill the checkbox next to the General Plan Format toolbar.

Select **OK**.

The General Plan Format toolbar is intended for you to be able to use it without other toolbars visible, maximizing the viewing area for your document. The other toolbars will undoubtedly be used to customize various parts of your General Plan. An explanation of the individual General Plan Format toolbar buttons follows.



3. Formatting Buttons

3.1 Automatic Numbering



Demote: Changes the paragraph style and section numbering to the next style and the next number in the sequence. For example, Style Heading 4 (1.1) would change to Heading 5 (1.1.1).

Promote: Changes the paragraph style and section numbering to the previous style and number in the sequence. For example, Style Heading 5 (1.3.2) would change to Heading 4 (1.4).

Save: Saves the current file. If not previously named, prompts user to enter a file name.

For more information on Automatic Numbering, refer to your Microsoft Word® documentation or the Help pull-down menu.

3.2 Formatting Text



Normal Style: Changes the font of the selected paragraph to that of normal text: 11 pt, Arial font, left justified, no hanging indentation or other special formatting.

Graphic Legend Style: Formats the legend for graphics, photos, drawings and figures. 9 pt, Arial font, italic, left justified.

Justify: Formats the text to align to the left, center, or right, or full justification.

Columns: Changes the number of columns within a section. If text is selected, section breaks are inserted before and after the text, and only the columns in the new section are changed.

For more information on formatting text, refer to your Microsoft Word[®] documentation or the Help pull-down menu.

4. Table Tools

The *Show Table Tool* button reveals the *Table Tools* Toolbar



Hide Table Tools: Hides the Table Tools toolbar to provide more viewing area for the document.

Table AutoFormat: Automatically formats the selected table.

AutoSum: Automatically totals the numbers in a table row or column.

Table Gridlines: Hides or reveals the gridlines within a table. This button will not cause the gridlines to be printed. Use the Border tools button to add printed gridlines to a table.

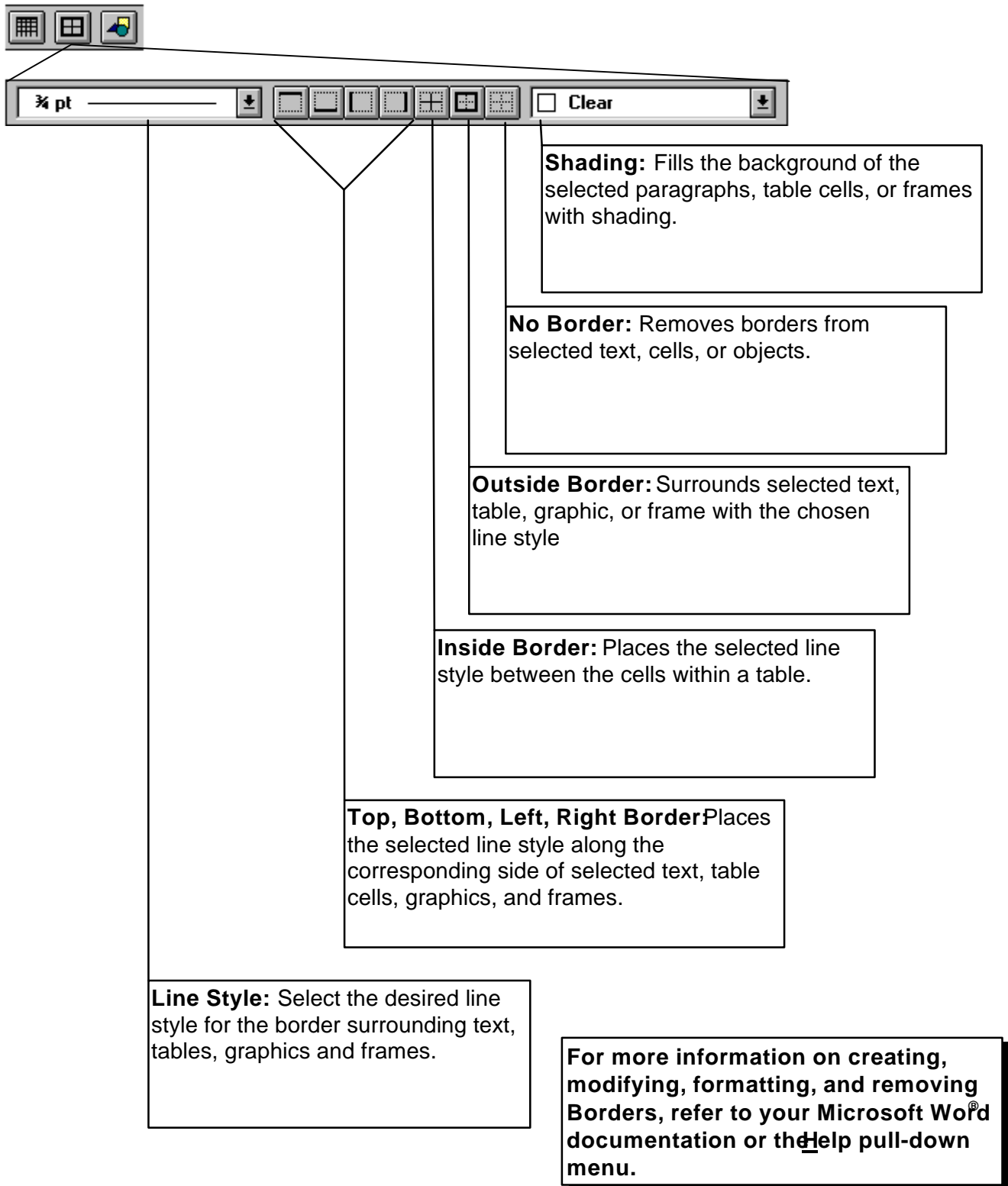
Insert Delete Cells, Rows, and Column: Modifies the table by adding or deleting rows, columns, or cells.

Insert Table: Inserts a table in the document at the current cursor position. A pull-down box appears and the table can be sized by click-and-dragging the number of columns and rows desired.

For more information on creating, modifying, formatting, and removing Tables, refer to your Microsoft Word® documentation or the Help pull-down menu.

5. Border Tools

The *Borders* button shows and hides the *Borders* toolbar.



6. Frame Tools



Full Page Frame: Inserts an empty frame on the current page.

Half Page Frame: Inserts an empty half page frame at the top of the current page.

Photo Box: Inserts a 2" x 3" placeholder in the document at the current location of the cursor.

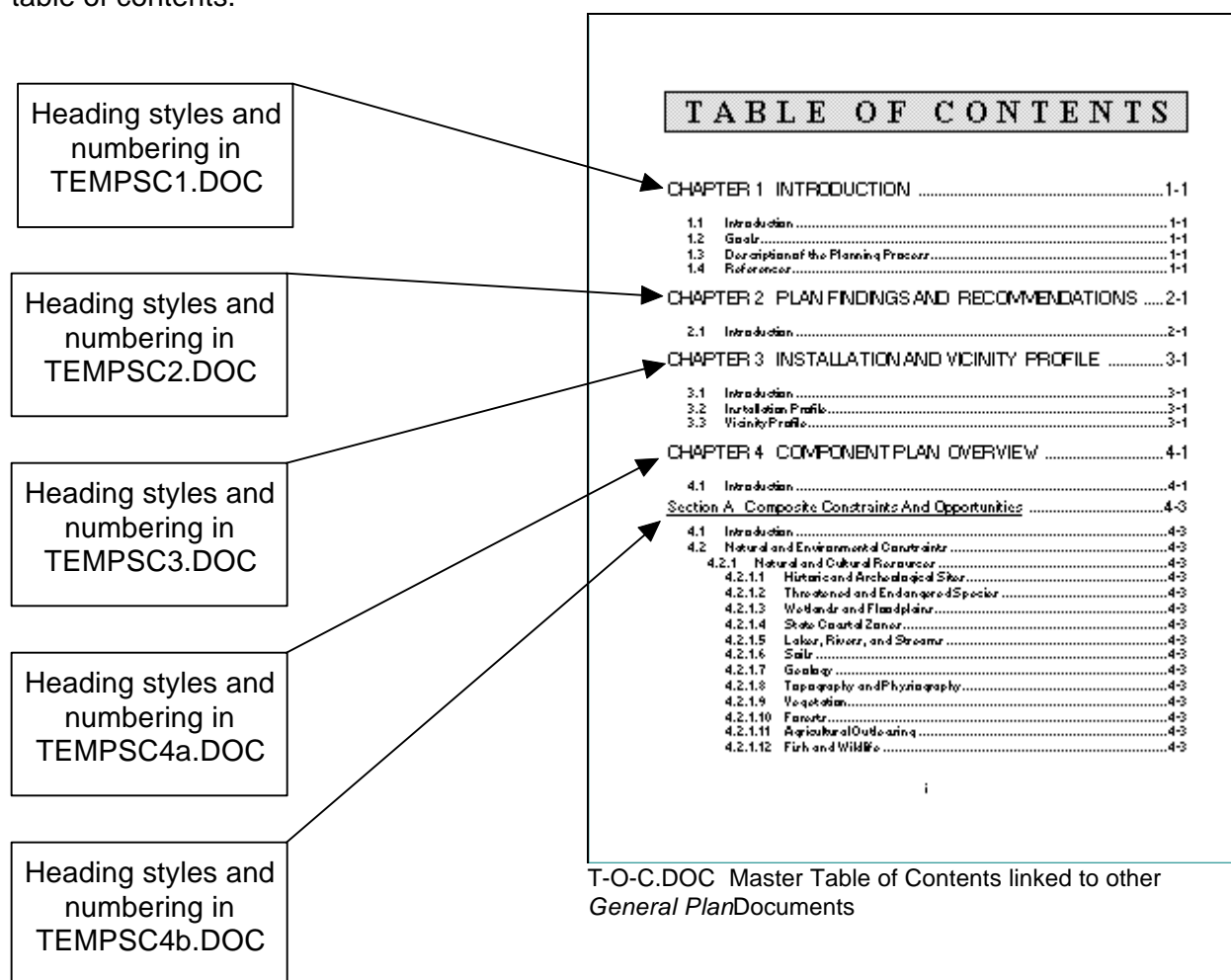
Insert Frame: Allows you to "drag and drop" a frame on the current page.


For more information on creating, modifying, formatting, and removing Frames, refer to your Microsoft Word® documentation or the Help pull-down menu

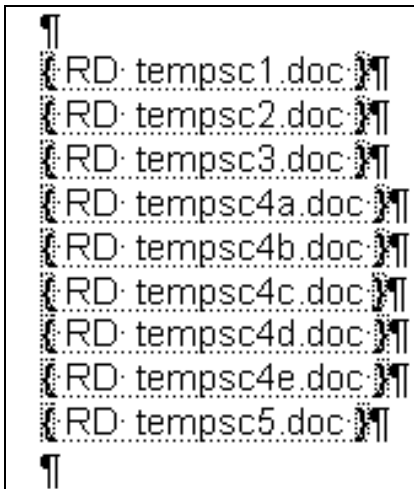
7. The Table of Contents

7.1 How it Works

The table of contents is created by commands in T-O-C.DOC. With these commands, Microsoft Word® searches the individual *General Plan* section documents for the HEADING STYLES and AUTOMATIC NUMBERING used to format paragraph headings, and creates the table of contents.



Note: The commands in T-O-C.DOC that create the table of contents are in hidden text. This makes them prone to being deleted if you are not viewing the non-printing characters as you work on T-O-C.DOC. Toggle the  menu button to view the non-printing characters.



Hidden RD commands in TO-C.DOC

The command that instructs Word where to look for table of contents information is *Reference Document* or RD. The RD command lines are placed after the instructions to create the Table of Contents. The path to the file name (i.e., the directory and subdirectory names) is not required if all documents are maintained on the same directory. The path to the document will need to be added for files stored on other directories. To add a path, simply edit the RD command line for each file, separating the drive, directory, subdirectory, and file names with double backslash characters. For more information on inserting a table of contents and field commands, see your Microsoft Word® documentation or the **Help** pull-down menu under the subject of "Inserting a Field".

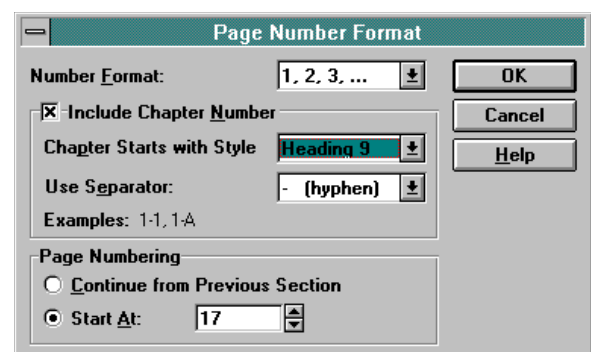
7.2 Chapter Numbers, Page Numbers, and the Table of Contents

Included within each section document are paragraphs that establish the chapter numbers, and ensure that the chapter number is included with the page numbers in the page footers and in the *General Plan* table of contents. In the five main chapters of the General Plan, the chapter numbers are established by Style Heading 9, the chapter heading style. In the four Component Plan sections, the chapter number is established by Style Heading 1 which is formatted in hidden text and placed immediately after the section heading.

Note: Since the five sections of chapter four are numbered sequentially, the first page number of the four component plan sections will need to be set by you. Set the first page numbers by doing the following:

- ✧ Place the insertion point at the beginning of the document.
- ✧ From the pull-down menu, select **Insert, Page Numbers, Format**, and **Start At** options.
- ✧ Enter the next number following the last page number of the preceding section.
- ✧ Select the "OK" button from the *Page Number Format* dialog box.
- ✧ Select the "CLOSE" button from the *Page Numbers* dialog box.

Note: The next odd number is recommended if the pages of your plan will be printed front and back. This will place the start of each section on a right-hand page, allowing for chapter tab dividers and presenting a more "published" look.



7.3 Updating the Table of Contents

Although this table of contents is convenient, it is not completely automatic. In order for the master table of contents to accurately reflect the plan contents, the individual documents that make up the plan must be properly formatted and updated first. This can be rather time-consuming to verify, but is well worth the effort in creating a professional looking *General Plan*.

After making changes to a *General Plan* section, update the table of contents by accomplishing the following steps:

- Open T-O-C.DOC.
- Place the insertion point within the table of contents.
- Update the fields within the T-O-C.DOC document.
- Save the document.

Updating the fields within T-O-C.DOC can be accomplished by one of the following:

1. Method One
 - ✧ Place the insertion point within the table of contents.
 - ✧ Hold down the control key and click the right mouse button.
 - ✧ A small menu will appear, select “Update Fields”. (This command may not be available if a three-button mouse is installed.).
2. Method Two
 - ✧ Place the insertion point within the table of contents.
 - ✧ Press the F9 key to update the table of contents field. (This command may not be available if Word’s “Help for WordPerfect Users” is active).
3. Method Three
 - ✧ Using the pull-down menus, select Tools, Options, and the Print tab from the dialog box.
 - ✧ Fill the “Update Fields” checkbox within the “Printing Options” group. (This will update the fields prior to printing. This changes the basic settings for all Word documents and may have undesired affects on other documents. See your Word documentation for more on updating fields).


Note: To turn off “Help for WordPerfect Users”, from the pull-down menus select **T**ools, **O**ptions..., and the **G**eneral tab. Clear the checkbox for Help for WordPerfect Users.

Note: Updating the table of contents will remove any formatting, text, or graphics that have been inserted into the automatic portion of the table of contents. See the next section for information on altering the table of contents.

8. Customizing Your Table of Contents

8.1 Adding Chapters to the Table of Contents

The table is created using the *Reference Document (RD)* command. To include another chapter in your General Plan, and allow automatic inclusion in the table of contents, you will need to add another command line to T-O-C.DOC. To do this, accomplish the following:

- Open T-O-C.DOC, if not already in use.
- Make non-printing characters visible by toggling the  key if necessary.
- At the end of the document, the RD commands are now visible. Each command line tells Word to search a particular document for table of contents information. Insert a blank line where the new document will go relative to the other General Plan sections.
- Copy one of the RD command lines, and paste it into the blank line.
- Change the document path and name in the new command line, as needed, to those of the new document.
- Update the table of contents. See paragraph 7.3, above.
- Save T-O-C.DOC.

Note: The table of contents and RD commands search for *Styles* 1 through 9 within your documents. Style Heading 9 for Chapter Titles, Style Heading 8 for Component Plan Titles, Style Heading 2 for main paragraphs, and so on. You must apply the proper Style to your paragraphs in order for Word to create an accurate table of contents.

8.2 Changing the Appearance of the Table of Contents

The table of contents created in T-O-C.DOC can be altered by typing anywhere within the document. Any changes made within the automatic portion of the document will be lost the next time the table is updated. To ensure that formatting changes are preserved from one update to the next, change the styles for TOC 1 through TOC 9. For more information on working with styles, see your Word® documentation or the **Help** pull-down menu.

9. Standard Fonts and Formats

The General Plan Template, sample documents, and table of contents are set-up with the following basic parameters:

Page setup:

- Margins: top - 1", inner - .1.25", outer - .75", bottom - 1", gutter - 0", mirrored margins
- Headers - 0.5", Footers - 0.88"
- Columns: two with 0.5" spacing between columns
- Headers and footers different odd and even, different first page (of first section only)
- Headers and footers different odd and even (for subsequent sections within a document)

Header and footer:

- New Times Roman font, 9 pt, italic, solid underline, 12 pt spacing after header paragraphs, and 6 pt spacing before footer paragraphs

Paragraph Styles:

- Normal Text: New Times Roman font, 12 pt, left justified, no special features, indents, or spacing
- Chapter Titles: Style Heading 9, 6.5" X 2.5" frame aligned to left and top margins, 40% shading, single box border, 36 pt, Arial bold, all caps, right justified, 0.2" from text vertically
- Sub-Chapter Titles: Style Heading 8, 6.5" X 1.25" frame aligned to left and top margins, 20% shading, single box border, 20 pt, Arial bold, all caps, right justified, 0.2" from text vertically
- Level One Numbered Paragraphs: Style Heading 2, Auto number (1), Arial, 18 pt, bold,
- Level Two Numbered Paragraphs: Style Heading 3, Auto number (1.1), Arial, 16 pt, bold
- Level Three Numbered Paragraphs: Style Heading 4, Auto number (1.1.1), Arial, 14 pt, bold
- Level Four Numbered Paragraphs: Style Heading 5, Auto number (1.1.1.1), Arial, 12 pt, bold
- Component Plan Page Numbers: Style Heading 1, Auto Number (1), hidden text. Starting number manually set to the corresponding chapter number of the *General Plan* (4)